

Organising Photos in iPhoto

iPhoto is divided up into three sections.

The first is known as the **Source list**, found along the left side, links to your library, recent photos, subscriptions, devices, albums, Web sharing, and projects

The **Main Panel** view will by default display your events, as well as any content you're currently viewing or working on.

The **Bottom Toolbar** allows you to switch into full-screen mode, search, zoom, create a slideshow, check information, edit a photo, create a project, add pictures, and share your images.



Note when you are full-screen mode, The Source list disappears, giving the main panel full reign over the top half of the screen, while the bottom toolbar has been given a few new options—in addition to the Search, Zoom, Info, Edit, Create, Add To, and Share functions found in regular view, you can now select Events, Faces, Places, Albums, or Projects. **You can access full-screen mode by clicking the Full Screen button or by pressing Option-Command-F.**

How does the Source List work?

The Source list sorts or organises your images into easily navigable sections such as

- Library your photos are divided up into Events, Photos, Faces, and Places.
- Photos - your full collection of photos
- Events - holds every collection of photos you've made or imported,
- Photos -displays a thumbnail view of every individual image in your library
- Faces and Places- collect images that have been run through iPhoto's facial recognition software and tagged, respectively.
- Under Recent- your last-opened event, last import, last 12 months of pictures, flagged photos, and the contents of your Trash can be found
- Subscriptions- keeps a list of all the photo feeds you're might subscribed to
- The Devices -only displays when you have a camera, phone, or card connected (this title disappears when not in use.)
- Albums -displays a list of discrete albums you may like to create from your photos. Try not to just replicate an event when creating an album.
- Web shows a list of your connected social sharing services
- Projects- can be used to make cards, calendars, slideshows, and book projects.

The bottom toolbar -the bottom toolbar is essentially focused on editing, altering, and making new creations.

- The Full Screen- puts you into full-screen mode
- Search and Zoom will search and zoom in on your photos
- The Slideshow button in the middle will create a quick show set to music based on whatever group of images you've selected
- Info will take you another pane to the right of the main panel to display information about whatever you have selected. If you click an event with the Info pane open, you can change its name, add a description, tag faces, and invent keywords. (In addition to all this information, if you click a photo, it will also provide much more detail about the photo such as what camera it was taken with, resolution, file type, lens, etc
- Click Edit while selecting a picture, and you'll be sent to iPhoto's image editor; click
- Add To lets you add pictures to an album, book, card, calendar, or slideshow you've already created.
- Share button allows you to order prints or add it to a Mobile Me gallery, Flickr, Facebook, or e-mail.

Task

Creating and Merging Events

- Go to your photos select a series of photos by clicking on them
- Go to Event in Menu Bar> Click Event
- Name Event
- Click on Event in Source List
- Go to View and select how you would like to view your events. (using a title is sometimes easier to locate photos eg Family _Xmas)
- Create another Event by repeating process with another batch of photos from a similar period or theme as those you have just made into an event (eg Family_News Year Eve)
- Return to Event via the Source List
- Click on the last Event you have just made (eg Family News Year Eve) and drag it onto the previous Event (eg Family Xmas) have made. A drop box will ask you if you would like to merge.
- Click merge. You now have two events taken from the same holiday in the one event folder, which you could rename. Family Holiday 2014

Task

Using Location

- Click on a photo in events or your photo library
- Click on info
- In the right hand pane assign a location to your photograph

Using Face Recognition

- Open a photo with a face in it.
- Click on info
- Click on add face
- Go to main frame and type in the name of a person or pet
- Return to Source List and check under Face and Places and you will find the information you have added to your photo gallery.